



**APPLICATION FOR INITIAL APPROVAL / CHANGE TO APPROVAL OF
TYPE RATING TRAINING OFFERED BY A TRAINING ORGANISATION
UNDER CAD DOCUMENT CAD34**

DCA 411

IMPORTANT NOTES:

- 1) Please complete the form in BLOCK CAPITALS using black or dark blue ink.
- 2) This form is designed to elicit all the required information from applicants requiring Type Rating Training Organisation (TRTO) approvals.
- 3) Processing of application may be subject to the charge(s) required as calculated in accordance with the Civil Aviation (Fees) Regulation (Chapter 448 sub leg. D).
- 4) The completed form and supporting documentation should be submitted to Civil Aviation Department at the address listed below:

Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road, Chek Lap Kok
Lantau, Hong Kong

Email: ops@cad.gov.hk Fax: (852) 2362 4250

**SECTION I –
PARTICULARS OF APPLICANT**

Registered Company Name (in Full):		
Registered Company Number:		
Country/Region of Registration:		
Registered Office Address:		
	Postcode (if any):	
Contact Telephone Number:		
Email:		Fax:
Trading Name (if applicable):		
Trading Address (if different from the Registered Office Address):		
	Postcode (if any):	
Website Address (if any):		

Authorised Representative of Company

(The Accountable Executive of the company may wish to delegate responsibility for the completion of application forms to another Director of the company or to the designated Head of Training. Details of the nominee should be completed and relevant correspondence verifying this agreement should be forwarded from the Accountable Executive.)

Title *:	Mr / Ms / Capt. / Dr / Others (Please Specify:)	Name:	
Position in Company:			
Telephone:		Email:	

*Delete as appropriate

SECTION II – APPLICATION

(all applications must be submitted a minimum of **12 weeks** in advance of the commencement date given below)

Type of application:

Initial Application:

Variation to Approval:

Proposed Training Commencement Date:

SECTION III – TRAINING MANAGEMENT

Note: Form DCA413 should also be downloaded and completed for all key post-holders indicated below.

Post / Position	Title*	Name
1) Accountable Executive	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
2) Head of Training (HT)	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
3) Chief Flight Instructor (CFI)	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
4) Chief Synthetic Flight Instructor (CSFI)	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
5) Chief Technical Knowledge Instructor (CTKI)	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
6) Quality Manager	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>
7) Safety Management System (SMS) Manager	Mr / Ms / Capt. / Dr / Others (Please Specify : _____)	<input type="text"/>

*Delete as appropriate

SECTION IV – ACCOMMODATION / FACILITIES

Main Training Site

(if different from the address detailed in Part 1)

Address:

Postcode (if any):

Country/Region:

Training sites should be audited for suitability in advance of any training by the applicant organisation, and the audit reports are to be made available at the time of any HKCAD audit or forwarded for review when requested by the nominated Inspector.

**SECTION V –
TYPE RATING TRAINING COURSES REQUESTED**

	Course Full Name	Base and/or Location of Course (including Postcode and Telephone number)	Aircraft Class/ Type/ Variants[%]	With Combined MCC	With ZFT	Full Course	CCQ Course	Differences Course
1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[%] Please refer to the pilot licensing specifications in respect of Aircraft Class / Type / Variant / Series etc. in the Aircraft Ratings for Hong Kong pilot licenses.

**SECTION VI –
FLIGHT SIMULATION TRAINING DEVICES (FSTDs)**

	Serial No./ HKCAD Approval No.	Location	FSTD Operator	Manufacturer	Simulator Level			
					A	B	C	D
1)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where there is insufficient space to complete all Flight Simulation Training Devices, please use addition sheet(s); tick box if additional sheet(s) is(are) attached.

**SECTION VII –
TRAINING AIRCRAFT**

(Please skip to Section VIII if courses of training do not include training conducted on aircraft)

	Aircraft Type(s)	Registration Mark(s)
1)		
2)		
3)		
4)		
5)		

**SECTION VIII –
SUPPORTING DOCUMENT CHECKLIST**

(Please tick relevant site and complete address field)

Copies of all documents referred to below should be included when returning the completed application form to the Civil Aviation Department. Original documents should not be sent; photocopies are sufficient. Documents may be grouped in a single binder or may be submitted as individual documents.

FAILURE TO INCLUDE ALL RELEVANT DOCUMENTATION MAY DELAY THE PROCESS OF APPLICATION.

Check Box if Attached	Appendix / Attachment Reference No.	Supporting Document Required (where applicable)
<input type="checkbox"/>		(a) Completed & Signed Form(s) DCA413 (including Appendix / Attachment as required)
<input type="checkbox"/>		(b) Operations Manual (including operational checklists)
<input type="checkbox"/>		(c) Training Manual
<input type="checkbox"/>		(d) Safety Management System (SMS) and/or Quality Management System (QMS) Manual
<input type="checkbox"/>		(e) FSTD Qualification Certificates (for FSTDs that has not yet be approved by HKCAD)

**SECTION IX –
DECLARATION**

I understand that pursuant to Regulation 4 of the Hong Kong Air Navigation (Fees) Regulations (Chapter 448D of the Laws of Hong Kong, the “Fees Regulations”), the Civil Aviation Department may require an applicant for approval of any courses of training or instruction to pay a deposit upon lodging an application. Upon the completion, withdrawal, cessation or refusal of the application, the deposit will be applied towards the settlement of the cost incurred by the Department (but not exceeding the maximum fee calculated in accordance with paragraph 2(1) of the Schedule to the Fees Regulations). Any shortfall or excess shall be payable to or refundable by the Department as the case may be.

I understand that upon receipt of the payment of deposit, I may withdraw the application in writing any time and will be charged for the cost of investigation incurred by the Department up to the date of withdrawal as explained in the first paragraph above.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

Authorised Signature:

Name (BLOCK CAPITALS):

Position:

Date:

APPENDIX I – PERSONAL DATA COLLECTION STATEMENT

(A) Purposes of collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by HK CAD for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (CAP. 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between HK CAD and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application; and
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

(B) Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph (A) above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph (A) above; and
- c. Other organisations or agencies for execution of their duties as required by HK CAD.

(C) Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

(D) Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to :

Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong
(Attn: Safety Officer (Technical Support))

ANTI-BRIBERY REMINDER

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.